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IDLIVIAL

: Chief, Intelligence School

DATE: 24 May 1965

FROM : Chief, Orientation Faculty

SUBJECT: Biweekly Activities Report No. 11

10 - 21 May 1965

Intelligence Orientation Course

Intelligence Orientation Course #77 began on 17 May 1965 with an enrollment of 27 students -- of whom two attended the first week only prior to starting further training at on 24 May 1965. Messrs. 25X1A 25X1A gave these two trainees special tutorials on the Agency's support structure to cover the 25X1A major aspects of the second I.O. week. Of the 25 students taking the full two-weeks course, almost one-half are from the DDI and one-fourth from the DDP. More than half have had less than one year's Agency service, while the grades range from GS-05 up through GS-15.

Conference on Project USEFUL

25X1A

25X1A 25X1A

25X1A

25X1A

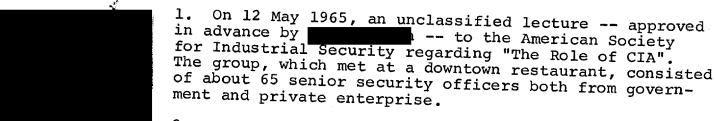
25X1A

Messrs. conferred with Mr. , Chief, Headquarters Training, regarding the 25 - 26 May 1965 orientation course of Project USEFUL. explained in detail the considerable planning and administration necessary for the successful conduct of the course. Since IOF will be assuming responsibility for this abbreviated phase of Project USEFUL, it was decided that would sit in on the May course and assist wherever possible.

Special Briefings

25X1A 25X1A

presented the following special briefings during this period:



On 14 May 1965, an hour and a quarter briefing in the CSC Building to some 40 AID officers, assigned to various countries abroad, regarding the Agency and its mission and functions, with particular stress on field

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b. On 13 May 1965, briefed some 74 Department of State FSR's and clericals assigned to various overseas posts, who were attending the FSI Foreign Service Orientation at New State, regarding the mission and function of the Agency.

4. Personnel Note

25X1A

25X1A

25X1A

completed the second and final week of
Course Phase II, which ended on 21 May

1965, at the
duty with the IOF today.

25X1A

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Memorandum

: Chief, Intelligence School

DATE: 21 May 1965

FROM : Deputy Chief, Clerical Training

SUBJECT: Bi-Weekly Activities Report, No. 11

10 - 21 May 1965

Number in Clerical Induction Training:

3 - 7 May 1965

10 - 14 May 1965

15 trainees in classes

13 trainees in classes

3 of these entered classes for the first time

5 of these entered classes for the first time

Number in Clerical Orientation Training:

3 - 7 May 1965

10 - 14 May 1965

9 trainees

8 trainees

Results of Official Agency Testing Administered in Clerical Induction to Entrance-On-Duty Employees:

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	Tested	Passed
Typewriting Shorthand	5 2	1
	<u> 10 - 14 j</u>	May 1965
	Tested	Passed
Typewriting Shorthand	10 4	1

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Bi-Weekly Activities Report, No. 11 10 - 21 May 1965

4. Results of Official Agency Testing Administered to Applicants:

	3 - 7 May 1965		
	Tested	Passed	
SET Typewriting Shorthand Card Punch Operator Aptitude Test	41 10 3	3 0	
	10 - 14 May 1965		
	Tested	Passed	
SET Typewriting Shorthand	26 21 11	<u>4</u> 0	
Card Punch Operator Aptitude Test	0		

5. Results of Official Agency Testing Administered by Clerical Refresher:

	10 - 11	10 - 11 May 1905		
	Tested	Passed		
Typewriting Shorthand	10 12	2 1		

6. NSA Training Personnel Attend COT Classes: On of the National Security Agency visited Clerical Orientation Training to observe our method of conducting telephone training. These two instructors expressed an interest in returning to hear the lecture on protocol which is given as a part of this same program.



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Bi-Weekly Activities Report, No. 11 10 - 21 May 1965

7. Personnel Notes:

25X1A 25X1A	a. Miss entered on duty in Clerical Training on 10 May. She will serve as Training Assistant in Clerical Induction Training. She is to replace Mrs. who will be going on maternity leave on 23 May.	
25X1A	on 30 April. She was married on 15 May.	
25X1A	c. were on leave during the week of 10 May. will be on leave from 18 - 28 May.	25X1A

25X1A